



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-582

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BOARD OF LIQUOR LICENSES COMMISSIONER

AGENCY

DIVISION

| ITEM NO. | SUPERSEDES SCHEDULE C-542<br>DESCRIPTION   | RETENTION  |
|----------|--|--|
| 1        | <u>CROSS REFERENCE INDEXES</u><br>These files consist of three indexes<br>A. Active licenses establishments: Which are filed by corporate name and/or trade name.<br>B. Obsolete (inactive license): Also filed by corporate name and/or trade name.<br>C. Class: These are filed by type of licenses issued.<br>All of the indexes include corporate name, address, class, election district, licensees, inspector, previous licensees, corporate name and/or trade name, date of transfer, and date license issued.  | Permanent  |
| 2        | <u>PENDING FILE</u><br>This file is established after a license application has been submitted for a review and hearing by the Board. If the Board determination is negative, the applicant may appeal to the Board of Appeals. After all appeals are exhausted and determination is negative the file is moved to inactive status. If the Board grants the license the records are transferred to the active files after compliance with the Board's decision. The pending files consist of an:<br>A. Application and License File - which includes but is not limited to application, license, articles of incorporation, hearing transcripts for new license, transfer of license and change of officers, attorney's correspondence, minor registration forms, health, building, Fire inspection reports and building plans.<br>B. Confidential File - Financial disclosure forms on business and applicants, sales agreement, lease agreement, stock certificate, Police record check, | Record remains in pending file until Board makes a determination on application and applicant complies with the Board's decision, at which time the file then becomes active or inactive and is transferred to the respective file series. |

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

6/17/87 Donald A. Lusk  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

6/19/87 Michael P. H.  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

6/18/87 Harvey P.  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

7/2/87 Howard S.  
DATE SIGNATURE



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|          | corporate minutes.  |   |
| 3        | <p><u>ACTIVE LICENSE ESTABLISHMENT FILES</u><br/>This record series contains the following files:</p> <p>A. Application and License File - this file contains information listed above (pending files) plus annual application for renewal and license copy that is issued annually, show cause notices and hearing transcripts on violations.</p> <p>B. Confidential File - Contains information listed above (pending files).</p> <p>C. Inspection Report and Complaint File - contents include Inspectors report which are filed chronologically, complaints correspondence, police reports.</p> | <p>Retain until license becomes inactive, at which time it is transferred to the inactive files.</p> <p>Item 3C - will be purged after five (5) years, then destroyed.</p> <p>Retain renewal license copies for three (3) Years, then destroy.</p> <p>Retain "Minor" Registration Forms until age 21, then destroy.</p> |
| 4.       | <p><u>INACTIVE LICENSE ESTABLISHMENT FILE</u><br/>After an establishment is considered out of business because of a transfer of licenses, closing, or Board decision, all files pertaining to that establishment are placed in Inactive Files. Also, if Board does not approve the initial application, those files would also be transferred to Inactive Status. Record Files included in this category may include:</p> <p>A. Application and License File<br/>B. Confidential File<br/>C. Inspectors Report and Complaint File</p>   | <p>Retain for ten (10) years, after license becomes inactive, then destroy.</p>   |
| 5.       | <p><u>ONE DAY LIQUOR LICENSE FILE</u><br/>These files represent temporary authorization to sell Alcoholic Beverages. After applicant has completed the application it is submitted to Commissioners Office for review and approval. It is then transmitted to the Clerk of the Court's Office for issuance. The application and license is returned to the Liquor Board Office (with the license number assigned) and filed chronologically on a monthly basis.</p>   | <p>Retain for one (1) year after issuance of license, then destroy.</p>   |
| 6.       | <p><u>STATE COMPTROLLER'S REPORT</u><br/>This report is completed monthly and transmitted to the State Comptroller's Office. It represents a summary of all license activity that has taken place in Baltimore County for the prior month. A copy is maintained in the Liquor Board Office for</p>  | <p>Retain for five (5) years or until audited, whichever is later, then destroy.</p>  |



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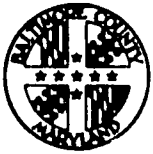
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|          | administrative reference.  |   |
| 7.       | <u>GENERAL CORRESPONDENCE AND ADMINISTRATIVE FILES</u><br>Subject arrangement of original incoming letters copies of outgoing letters, memoranda, studies, report directives, policies and other materials related to the administration of the agency.                          | Screen annually and destroy that material no longer needed for current business.<br><br>Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives. |
| 8.       | <u>ROUTING INSPECTION REPORTS</u><br>File contains periodic inspector reports. Most reports are routine and do not reflect complaints. Complaint reports are filed in item 3C above.   | Retain for five (5) years, then destroy.  |
| 9.       | <u>UNOFFICIAL PERSONNEL FILES</u><br>Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident slips, accident reports, resumes, etc. | Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.   |
| 10.      | <u>LEAVE AND TIME SHEETS</u><br>This file contains office copies of employees annual leave and daily time recordings.  | Retain for one (1) year, then destroy.  |
| 11.      | <u>GENERAL ACCOUNTING RECORDS</u><br>Office copies of: Goods Received Memoranda<br>Expense/Travel Reports<br>Petty Cash Vouchers<br>Direct Payment Forms<br>purchase Orders<br>Requisitions<br>Mileage Reports   | Retain office copies for 2 (two) fiscal years, then destroy.  |
| 12.      | <u>BUDGET RECORDS</u><br>Annual Budget Submissions<br>Monthly Budget printouts<br>Work Papers  | Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.  |



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| 13.      | <u>FIXED ASSETS</u><br>Fixed asset printouts<br>IRA forms (office copy)<br>Lost/stolen forms (office copy)<br>Surplus forms (office copy)<br>Transfer forms (office copy) | Retain Fixed Asset printout for one (1) year, then destroy. All other completed forms retain for three (3) years, then destroy. |